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AGENDA ITEM 4

TO: MEMBERS OF THE AD HOC BOARD GOVERNANCE COMMITTEE

- I. SUBJECT:** Future Committee Meeting Dates
- II. PROGRAM:** Administration
- III. RECOMMENDATION:** Determine the Committee's Meeting Schedule through December 2005

IV. ANALYSIS:

Attached is the Board's calendar through December 2005. The Committee should decide whether, given the tasks within its charge, to meet during the regular Board/committee meeting cycle, outside this cycle, or both.

V. STRATEGIC PLAN:

This is not a product of either the Strategic or Annual Plans.

VI. RESULTS/COSTS:

Establishing a Committee schedule will enable all members to plan, promoting maximum participation.

PETER H. MIXON
General Counsel